

Academic Returners' Research Fund

GUIDELINES 2017/18

Principles

1. The Academic Returners' Research Fund (AR²F) exists for the benefit of all female full- and part-time staff and postdoctoral researchers working in STEM subject areas who are embarking upon, or returning to work after, a period of maternity leave, and is in accordance with the ethos and principles of the Athena SWAN Charter: <http://www.athenaswan.org.uk/content/history-and-principles>
2. The purpose of the Fund is to provide the opportunity for female scientists to plan how their research commitments and aspirations can be supported during and/or after maternity leave.
3. The aims of the fund are to enable female staff to continue their research endeavours in and around their period(s) of maternity leave, which will:
 - a. increase the research productivity of the College and University;
 - b. contribute to increased income through the creation of research outputs, successful bidding to grants and an enhanced submission to the REF;
 - c. enhance teaching through promotion of the research-teaching link;
 - d. contribute to the University's aims to boost research and international reputation; and
 - e. enhance retention and morale of female staff working within STEM.
4. The applicant must be able to demonstrate that the research will enhance the University's submission to REF 2021; will lead to publication (especially high quality journal articles), and will lead to external funding applications and income generation.
5. For each period of maternity leave, each applicant is entitled to apply for up to £10,000 of funding which must be spent by the agreed end date (i.e. all costs must be defrayed through the University's financial system).
6. The fund is coordinated by Professor Belinda Colston (Director, Eleanor Glanville Centre) egc@lincoln.ac.uk. The fund Administrator is Lynn Margetts (Finance Clerk) lmargetts@lincoln.ac.uk.

Procedure to Access the Fund

1. Application must be made by e-mail to Professor Belinda Colston at the Eleanor Glanville Centre (egc@lincoln.ac.uk), copied to your Head of School and School Research Lead, who together form the panel to consider each application as it is made.
2. Applications (maximum of two sides of A4) must contain:
 - a. details of the period of maternity leave to be taken;
 - b. details of the research for which support is required, including relevance to the School's research strategy;
 - c. the proposal, including timescales, breakdown of costs, and details of intended outcomes (e.g. income generation, publication and dissemination of work and other research or professional practice outcomes); and
 - d. a clear statement of how the fund will specifically help sustain/support the applicants research commitments and aspirations either during and/or after maternity leave.
3. All purchases of travel, accommodation, equipment etc. for the duration of the project must be made via Lynn Margetts using the standard University forms (see web links below).
4. If applicants are unable to use up their funding allocation during the approved award timeframe, please notify Professor Belinda Colston as soon as possible. No awards are to be overspent without approval.
5. Applicants are requested to produce a brief report (one side of A4) at project completion on how the award has been utilised, and benefits gained.

Web links

Staff Development:

[https://portal.lincoln.ac.uk/C3/C6/External Course Forms/Document Library/SD1 Form.doc](https://portal.lincoln.ac.uk/C3/C6/External%20Course%20Forms/Document%20Library/SD1%20Form.doc)

Purchase Requisition: [https://portal.lincoln.ac.uk/C11/Procurement/Document Library/Purchase Requisition.xls](https://portal.lincoln.ac.uk/C11/Procurement/Document%20Library/Purchase%20Requisition.xls)

Overseas travel form:

[https://ps.lincoln.ac.uk/services/hr/Payroll/Expenses/Overseas Expenses/Application for Overseas Travel Form FT1 \(app1\).doc](https://ps.lincoln.ac.uk/services/hr/Payroll/Expenses/Overseas%20Expenses/Application%20for%20Overseas%20Travel%20Form%20FT1%20(app1).doc)